

Electronic exams at Exam-room during pilot-season

1. Teacher tells you that course exam is held at the Exam room
2. Get to know: Examination regulations, IT-policies and guideline for electronic examination and prepare to follow those rules during the exam
3. Reserve your exam time, computer and exam room: “Pilotti-tila Lento” via Exam-system. Use the link offered by your teacher or log in to exam-system <https://aaltotest.exam.csc.fi/> and find your exam with Find-tool.
4. Go to the exam-room (notice interruption-guide at the board)
5. Log in to the computer assigned to you
6. Answer to your exam and save
7. Log out
8. Leave exam room straight away
9. Your teacher send you an email when the exam is assessed

Please notice

1. There is plenty of exams open at the same time in Exam-system. The earlier you reserve your exam time, the better is the chance to pick the best suitable time for you.
 2. You may not take anything with you into the exam room. Before entering the exam room, please leave your outdoor clothing, bag and belongings (also your mobile phone) in the lockers outside the room
 3. The e-exam room is supervised with (both audio and picture) recording video surveillance
 4. Remember that sanctions will always be imposed against any student who is found in breach of examination regulations
 5. You are not allowed to leave the exam room before completing the exam. (No toilet visits!)
 6. You are not allowed to communicate with other students in the exam room
 7. Do not walk or move unnecessarily during your exam
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EXAM-service address (pilot): <https://aaltotest.exam.csc.fi>

EXAM-manual: <https://wiki.eduuni.fi/display/CSCEXAM/EXAM+for+students>

EXAM –during the exam:

<https://wiki.eduuni.fi/display/CSCEXAM/EXAM+for+students#EXAMforstudents-2.TakingtheexaminthExamroom>

Aalto University Examination Guidelines

<https://into.aalto.fi/display/enopinnot/Aalto+University+Examination+Guidelines>

Aalto University IT-policy:

<http://www.aalto.fi/fi/about/contact/services/it/policies/>

Aalto University guidelines for Electronic examination: coming 05/2018